

# Passport Checklist

**Name:** \_\_\_\_\_

**Call Date:** \_\_\_\_\_ **Date of Appointment:** \_\_\_\_\_

## All Appointments

<input type="checkbox"/>	If sick on day of appointment, they will need to reschedule
<input type="checkbox"/>	Reschedule if all documents/payments are not complete & correct @ time of Appmt.

## Adult

### 18 & Older

<input type="checkbox"/>	Completed DS-11 Form
<input type="checkbox"/>	Passport Photo - \$10 Fee if taken in our office
<input type="checkbox"/>	US Citizenship Evidence
<input type="checkbox"/>	Photocopy of Citizenship Evidence
<input type="checkbox"/>	Drivers License or State Issued ID
<input type="checkbox"/>	Photocopy of front & back of ID

#### **US Department of State Fees - Check or Money Order ONLY**

<input type="checkbox"/>	\$130 Passport Book Fee to US Department of State -Payable to US Department of State
<input type="checkbox"/>	\$30 Passport Card Fee to US Department of State -Payable to US Department of State
<input type="checkbox"/>	\$60 Expedite Fee to US Department of State (Optional)
<input type="checkbox"/>	\$18.32 Overnight Return Delivery Fee for Passport Book Only - (Optional)

#### **Guilford County Register of Deeds Fees**

##### **Cash, Check, Money Order, Debit/Credit (Additional Fees Apply)**

<input type="checkbox"/>	\$35 Guilford County Register of Deeds - Passport Processing Fee
<input type="checkbox"/>	\$26.90 Overnight Delivery Fee to the US Department of State (Optional)

## 16 to 17 Year Old Applicants

### 16-17 Yrs

<input type="checkbox"/>	Completed DS-11 Form
<input type="checkbox"/>	Passport Photo - \$10 Fee if taken in our office
<input type="checkbox"/>	US Citizenship Evidence
<input type="checkbox"/>	Photocopy of Citizenship Evidence
<input type="checkbox"/>	Photo ID of Minor and/or Identifying Parent
<input type="checkbox"/>	Photocopy of front & back of ID

#### **US Department of State Fees - Check or Money Order ONLY**

<input type="checkbox"/>	\$130 Passport Book Fee to US Department of State -Payable to US Department of State
<input type="checkbox"/>	\$30 Passport Card Fee to US Department of State -Payable to US Department of State
<input type="checkbox"/>	\$60 Expedite Fee to US Department of State (Optional)
<input type="checkbox"/>	\$18.32 Overnight Return Delivery Fee for Passport Book Only - (Optional)

#### **Guilford County Register of Deeds Fees**

##### **Cash, Check, Money Order, Debit/Credit (Additional Fees Apply)**

<input type="checkbox"/>	\$35 Guilford County Register of Deeds - Passport Processing Fee
<input type="checkbox"/>	\$26.90 Overnight Delivery Fee to the US Department of State (Optional)

**Minor**  
**All Minor(s) must be present**

**Under 16**

	Completed DS-11 Form
	Passport Photo - \$10 Fee if taken in our office
	US Citizenship Evidence
	Photocopy of Citizenship Evidence
	Photo ID of both Parents - Both Parents must be present or have a properly signed and notarized DS-3053 form
	Photocopy of front & back of ID

**US Department of State Fees - Check or Money Order ONLY**

	\$100 Passport Book Fee to US Department of State -Payable to US Department of State
	\$15 Passport Card Fee to US Department of State -Payable to US Department of State
	\$60 Expedite Fee to US Department of State (Optional)
	\$18.32 Overnight Return Delivery Fee for Passport Book Only - (Optional)

**Guilford County Register of Deeds Fees**

**Cash, Check, Money Order, Debit/Credit (Additional Fees Apply)**

	\$35 Guilford County Register of Deeds - Passport Processing Fee
	\$26.90 Overnight Delivery Fee to the US Department of State (Optional)